

Message Text

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ACTION FSIE-00

INFO OCT-01 EUR-12 ISO-00 SSO-00 CA-01 SCS-06 VOE-00

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FM AMEMBASSY LONDON

TO SECSTATE WASHDC IMMEDIATE 1787

UNCLAS LONDON 00268

E.O. 11652:N/A

TAGS: AFSI, CGEN

SUBJ: TRAINING PROGRAM FOR FOREIGN SERVICE CONSULAR
LOCALS

REF: STATE 298828

1. EMBASSY RECOMMENDS FOLLOWING EMPLOYEES FOR THIS
TRAINING PROGRAM.

2. MOKLER, SHIRLEY MARGARET, FSL-L - SENIOR ASSISTANT;
NOVEMBER 10, 1928, ENGLAND. FLUENCY: FLUENT IN ENGLISH.
MISS MOKLER ATTENDED GRAMMER SCHOOL IN ENGLAND UP UNTIL
1940, WHEN SHE WAS EVACUATED TO THE UNITED STATES. SHE
COMPLETED HER HIGH SCHOOL EDUCATION IN ROCHESTER, NEW
YORK AND LATER HAD SECRETARIAL TRAINING IN ENGLAND.

MISS MOKLER BECAME A MEMBER OF THE EMBASSY STAFF IN
SEPTEMBER 1945. FOR SOME MONTHS SHE WORKED AS A FILE
CLERK WHICH WAS FOLLOWED BY ASSIGNMENTS AS IMMIGRANT
VISA DOCUMENT CHECKER AND ISSUANCE CLERK, NONIMMIGRANT
VISA RECEPTIONS, TELEPHONE INQUIRIES INFORMATION CLERK
AND CORRESPONDENCE CLERK. DURING THIS PERIOD SHE ALSO
SERVED AS SECRETARY TO THE CHIEF OF THE VISA BRANCH.
BEGINNING 1960, MISS MOKLER WORKED FOR TWO YEARS IN THE
PRE-EXAMINATION AND CLEARANCE UNIT, FOLLOWED BY A TRANS-
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FER TO THE CORRESPONDENCE UNIT WHERE SHE NOW SERVES.
MISS MOKLER ASSUMED CHARGE OF THIS UNIT IN 1965. MISS
MOKLER SUPERVISES FIVE EMPLOYEES IN THE CORRESPONDENCE
UNIT WHICH RECEIVES AN AVERAGE OF 3,000 PIECES OF COR-
RESPONDENCE WEEKLY. SHE SCREENS THE INCOMING MAIL TO
DETERMINE WHETHER A PIECE OF MAIL SHOULD BE ANSWERED BY
A FORM LETTER, A LEXITRON DRAFT, OR MUST BE DRAFTED BY

MISS MOKLER OR HER ASSISTANT. CORRESPONDENCE REQUIRING ACTION BY A CONSULAR OFFICER OR ANOTHER SECTION IN THE EMBASSY ARE SO ROUTED. AMONGST THE MANY PIECES OF CORRESPONDENCE REQUIRING MISS MOKLER'S ACTION ARE

FROM UNITED STATES CONGRESSMEN, MEMBERS OF PARLIAMENT AND OTHER PROMINENT PEOPLE. THIS FREQUENTLY REQUIRES CONSULTATION WITH THE CONSUL GENERAL, OTHER CONSULAR OFFICERS, AND SOMETIMES WITH OTHER AGENCIES IN THE EMBASSY. MISS MOKLER IS ALSO RESPONSIBLE FOR THE REVISION AND UPDATING OF OVER 100 FORM LETTERS, AND THE DEVELOPMENT OF NEW FORMS IN ACCORDANCE WITH ANY CHANGES IN VISA REGULATIONS AND INFORMATION. SHE IS REQUIRED TO AND DOES DISPLAY GOOD JUDGMENT, CREATIVITY AND FORESIGHT IN THIS PARTICULAR PHASE OF HER WORK. MISS MOKLER ALSO ASSISTS THE CHIEF OF THE BRANCH IN THE INSTRUCTIONS AND TRAINING OF NEW OFFICERS AND STAFF ASSIGNED TO THE BRANCH, AND BECAUSE OF HER OWN BACKGROUND IS VERY EFFECTIVE IN RENDERING THIS ASSISTANCE. SHE WILL CONTINUE IN THIS POSITION. MISS MOKLER COMPLETED THE CONSULAR CORRESPONDENCE COURSE IN 1959.

3. WILKIE, ELSPETH MARY, APRIL 10, 1940, DUNFERMLINE, SCOTLAND, FLUENT ENGLISH (WITH SLIGHT SCOTS ACCENT). LENGTH OF SERVICE USG: 12 YEARS 7 MONTHS. DUTIES

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PRESENTLY PERFORMED: SCS ASSISTANT, PERFORMS FULL RANGE OF SCS SERVICES EXCEPT FEDERAL BENEFITS WITH SPECIALIZATION ARREST AND WHEREABOUTS CASES, SUPERVISES ONE OTHER FSL. EDUCATION EXPERIENCE: ELEMENTARY AND SECONDARY SCHOOL, SECRETARIAL TRAINING, 1 YEAR LIBRARY SCIENCE. SHE WILL CONTINUE IN SCS UNIT. MISS WILKIE OCCUPIES A KEY POSITION IN OUR SCS UNIT AND OPERATES WITH A MINIMUM OF SUPERVISION IN MAINTAINING NUMEROUS CONTACTS AT VARIOUS LEVELS OF THE BRITISH GOVERNMENT. SHE HAS THE CAPABILITY OF RISING TO THE HIGHEST LOCAL POSITION IN THE UNIT IN DUE TIME. WE BELIEVE THE COURSE WOULD CONTRIBUTE TO HER VALUE TO THE SECTION BY EXPOSING HER TO THE DOMESTIC AND DEPARTMENT VIEWPOINTS OF SCS WORK AS WELL AS BROADENING HER UNDERSTANDING OF THE FULL CONTEXT OF THE CONSULAR FUNCTION.

4. COST OF AIRFARE LONDON-WASHINGTON AND RETURN IS 280 POUNDS.

BREWSTER

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NNN

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